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24 September 1953

REPORT FOR THE WEEK OF 21 - 25 SEPTEMBER

To: Director of Training
From: Management Training Division

25X1

Accomplishments

Conducted three follow-up meetings in the Human Resources Program in T S S this week with a total of 35 supervisors, from the level of Deputy A/D to Branch Chief. This was the first follow-up meeting series in TSS. It is planned to hold another series in November, and a third series in January, then to check in again with [] to see if he wants us to continue the H. R. Program in TSS.

A memorandum was prepared for the signature of DTR and transmitted to Mr. [] confirming the interest of the Office of Training in the organization and development of programs to train selected personnel throughout the Agency in writing regulatory issuances. Apparently this is now an emphatic interest of General Cabell.

Plans

Official approval has now been secured for me to attend the Management Course of the American Management Association, New York City: The week of 14 - 18 December; the week of 4 - 8 January; and the two weeks of 8 - 19 February. This should add considerably to our fund of resource materials in the management field.

General

[] and I attended one of the management lectures at the Industrial College of the Armed Forces this week. Very good.

I attended the orientation session for Air Force Intelligence Directorate personnel in the Pentagon on Monday. Very mediocre.

It is planned to have [] attend the Admin. Sup. Course in [] at the first opportunity since no one in the Clerical Training Branch has participated in this clandestine training program.

[] is evidently finding the evaluation of clerical personnel, while they are in Induction training, of great value in placement and has requested that speedier reporting be effected. [] are working on the problem.

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